



Construction & Demolition Debris Recycling Summary Report (RSR) – Part I

This form must be completed at the completion of the following projects types:

- All Demolitions
- Any residential or non-residential New Construction, Addition, Alteration, Renovation, Remodel or Tenant Improvement over 500 square feet in scope of work

Completed Recycling Summary Reports must be submitted to the Building Division within 30 days following an approved Final Building Inspection with proof of recycling in the form of receipts or similar documentation. Separate Recycling Summary Reports are required for each building permit. A refund check will be mailed once the final documentation has been processed.

Permit Number: _____
Project Address: _____
Applicant Name: _____ Contractor/Owner _____
Company: _____
Address: _____
City _____ State _____ ZIP _____
Phone: _____ Fax: _____ Email: _____

(For contractors who itemized debris, skip Questions 1 -4 below and continue to Part II on the reverse side of this form)

1. Total amount recycled from Line 3 of WMP form: _____
2. Please provide any additional information relevant to determining efforts to comply with this ordinance: _____

3. Date of Final Inspection Approval: _____

4. Attach copy of:

- All receipts and supporting documentation as proof of recycling
- Original WMP

Name: _____ Signature: _____ Date: _____

For Staff Use Only:

Permit No. _____ Final Inspection Date _____ Staff Initials _____
RSR & receipts submitted _____ RSR & recycling verified _____
Deposit amount _____ Date refund request submitted to Finance _____

Recycling Summary Report (RSR) – Part II

Part II is for contractors who wish to itemize debris.

Instructions: List how much scrap and debris were generated during construction or demolition and include handling methods for all materials. Complete the chart below. Vendors not listed in the C&D Debris Reference Manual must be verified. Proof of compliance is required.

Column A – Tons of scrap or debris for each material type. Refer to your receipts and invoices from subs. Use Materials Conversion Worksheet to convert from cubic yard, square feet, board feet to tons.

Columns B, C, D – Quantities reused, recycled or disposed. See worksheet for definitions.

Column E – List vendors or facilities used for reuse, recycle or disposal.

Column Totals – Add up all quantities listed in Column A, B, C and D.

Material Type	A Total Tons Discarded	B Reused	C Recycled	D Disposed	E Destination
<i>Example: new drywall</i>	<i>1.5</i>	<i>0.25</i>	<i>1.25</i>		<i>Downtown Diversion</i>
Asphalt, Concrete					
Brick, Masonry, Tile					
Cabinets, Fixtures, Windows, Doors, Equip.					
Carpet					
Carpet Padding					
Cardboard					
Ceiling Tile					
Drywall (used or painted)					
Drywall (new or sheets)					
Scrap Metal					
Wood, Pallets, Lumber (unpainted)					
Other (indicate)					
Non-Recyclable Debris (indicate)					
Recyclable Mixed Debris					
Column Totals					

1. Fill in the blanks to calculate your recycling rate: (50% of debris must have been diverted)

Column Totals B _____ + C _____ = _____ ÷ A _____ = _____ x 100 = _____ %

2. Date of Final Inspection Approval: _____

3. Attach copy of:

- All receipts and supporting documentation as proof of recycling
- Original WMP

Name: _____ Signature: _____ Date: _____